

# **The British Academy**

## **School Hand Book**



## Introduction

Welcome to the British Academy – you have entered into an exciting partnership with The British Academy, to ensure that your child has a nurturing and enriching learning experience. We will do this together, understanding that we are committed to providing your child with all that he / she needs to develop to his / her full potential. A child's early growth and development extend beyond the family to the school environment. It is important that at all times, home and school work together for the benefit of the student. While the British Academy accepts its responsibility to provide a caring and nurturing learning environment for every student, we also require the reciprocal support of parents. We encourage open and positive communication, adhering to standards of communication that are always in the best interest of the student.

Parents are provided with a copy of **The British Academy School Handbook** and **School Policies** on enrolment. These documents provide valuable information on how we operate and parents are expected to be fully informed and supportive of all our policies.

A bit about us:

**Our Mission:** To create an environment that nurtures questioning minds and adventurous spirits.

**Our Vision:** We will create a learning facility that compares favourably to any international school providing a high quality secondary education within a fully integrated campus.

**Our Motto:** A questioning mind and an adventurous spirit.

In striving to achieve the highest educational standards, we value:

- Learning and Achievement
- Questioning and Fearlessness
- Nurturing
- Innovation
- Self-discipline
- Trust

Our students will become:

- Ready
- Responsible
- Respectful
- Resourceful
- Resilient

## How did the British Academy begin?

### About Us

The British Academy, founded in 2006, has celebrated 16 years of steady growth. What started as a need for an education that offered a seamless transition from primary to secondary education, bypassing the dreaded SEA system, has evolved into a school that prepares children for life and not just for an exam.

Over the last 16 years, we have found that the ideal classroom for us were small class sizes, a room that our children were able to question the teacher on how something works and not get a reply of 'write the notes'. Classes where the subject was engaging, students debate and have enthusiasm for the topic. We wanted teachers to be a balance of young and experienced educators who are open-minded, progressive and believe in the potential of **every** student, who have a passion for teaching, who genuinely enjoy and have the requisite desire for working with young adults.

Discipline was another important aspect of The British Academy, as parents, we wanted to know the respect we fostered at home continued in school. We needed to know that the school environment would be supporting our child's development into a productive, confident and innovative young adult.

We wanted our children to want to come to school, to want to learn and have fun doing this; to be engaged and energized by their learning.

Hence our motto became ***"questioning minds and adventurous spirits"***.

There was also a need to have a system that recognised that no two children were alike and they don't learn the same way. We wanted our children to be happy and comfortable, growing in confidence with every small step, believing that they can learn, that they can progress.

The Cambridge Curriculum offered this diversity, structured in incremental steps, allowing for a range of abilities, learning styles and teaching strategies. In addition, the Curriculum recognises that some children do well at exams while others crash at exam time, so course work is offered at Cambridge in some subject areas – students can still get a good grade by doing well throughout the term. More importantly, as they experience success with course work, they are more willing to persevere to the ultimate goal.

The British Academy follows the UK Curriculum model, which had formed the development of the local educational system almost 30 years ago. However the UK curriculum has evolved to meet the needs of the modern student while the local education system has not.

The Cambridge Curriculum follows the requirements of the UK National Curriculum, which was

reviewed in 2014 – 2015 to meet the changing needs of the future global markets. This curriculum is flexible, evolving and respectful of Trinidad & Tobago’s cultural and religious diversity, and provides latitude for the individuality of every student to develop and reach their true potential. While academic achievement is the goal of the British Academy, it is expected to fit within the wider development of every individual – student and staff – participation, involvement, community service and finding your individual strengths and gifts are equally important to those Cambridge Grades of Excellence. Participation in sporting and extra-curricular activities creates balanced and well-rounded students with diverse interests and abilities.

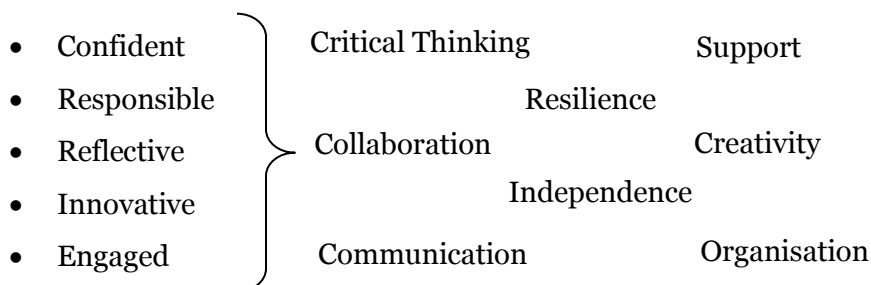
Island life is enjoyable and for some of us we want our children to call Trinidad their home; however we also want our children to be able to compete in the international market. Today’s learner needs an education system that is internationally recognised and accepted and prepares them for the world.

The Cambridge International Examinations Qualification at both the Ordinary and Advanced Levels is a globally recognized qualification that prepares all our students for the demands of a modern technology driven environment. The Cambridge International General Certificate of Secondary Education is recognised internationally by universities and employers and is one of the most popular international qualifications for 14 to 16 year old learners. Cambridge International AS & A Level qualifications prepare learners who need advanced study to prepare for university and higher education.

16 years later we are graduating students who have grades worthy of most University entries in the UK, Canada, USA and Europe. Our students have built lasting relationships with their teachers, many whom have inspired them to continue their tertiary education following in their footsteps.

We have many challenges as the students of today are joining us dejected, uninspired, lacking motivation and discipline. Our track record suggests that we welcome these students, embrace them and bring about a much needed change in them. Only with parental support and involvement are we able to turn these children around and set them on a path of successful learning.

**Cambridge Learner Attributes are:**



## **Our approach:**

As a learning community, we stress the importance of the Parent, the child and the school working together for success. We put the child's best interest first and ask parents to place their trust in us – as educators. Collaboration and open communication between parent and teacher is the key to our productive and successful partnership.

## **Student Attendance**

- Parents have the responsibility to ensure attendance at school. Unless there is a major health concern, attendance should rarely drop below 90%.
- Parents are asked to communicate with the school on the **first day of absence** by:  
Phone: 622-4285  
email: [admin@britishacademy.edu.tt](mailto:admin@britishacademy.edu.tt)
- Parents or Guardians must inform the school administration in writing if they would be out of the country or unavailable for any period of time and give an emergency contact during their absence.
- Prolonged absence from school will have a negative effect on the student's performance and should be avoided. Holidays in term time are not advisable but when unavoidable parents must notify the Principal in writing and arrangements must be made for the student to cover all work missed. Parents must submit a written request for student's absence.
- Students are expected to arrive to school on time and maintain at least a 90% attendance rate.
- Student absence from school activities especially at the end of each term due to early family vacations should be avoided.

## **Student Performance**

- Early involvement of parents/guardians is not only desirable but essential if links between home and school are to be established. Parents/Guardians will be informed of any concerns with their child's learning, behaviour and/or attitude. Similarly the concerns of parents/guardians will be treated as equally valid and if necessary, appropriate action taken.
- Parents are asked to monitor students' homework and study time and to sign off the daily homework records in the Students Homework Diaries.
- Parent support and encouragement are important for each child's development and progress. Teachers provide Term Plans at the start of each term and parents are

encouraged to use these plans to guide their children with their studies. Term Plans are posted on line and parents are given access.

- Students are expected to be prepared for every class with relevant books, notes and other materials.
- It is expected that all homework will be completed prior to the due date, with the understanding that homework is given to reinforce classroom instruction and learning.
- Student attendance and performance are closely related. Being absent for more than 50% of classes for the school year, the Principal will conduct an Academic Review and make one of the following recommendations:
- Students are encouraged to take responsibility for their learning, checking for and completing any work missed due to absence, and asking for individual help when needed.

### **Parents support student learning when they:**

- Ensure student attendance in the correct uniform; punctuality and regular attendance are good life habits.
- Provide student support materials.
- Ensure that Homework is completed on a timely basis
- For younger students, check that homework is done daily and that the student learns how to be prepared for the following day.
- Monitor student and contact the teacher if their son or daughter is struggling unduly and may need extra help.
- Provide a learning environment at home to support student with homework, regular revision and assessment preparations. No student is too old for a parent to monitor their studies.
- Support the development of your child's sense of responsibility, acceptance of consequences and respect for others and property.
- Meet with the teacher to address issues and problem solve.
- Maintain confidentiality regarding other students and families.
- Encourage student to support and abide with school standards.
- Support school programmes that help to develop a student's resilience and perseverance. Giving up too easily does no one any good.

### **Parent and School Communication:**

A student's progress in school may be hindered by teachers or parents who speak disparagingly of each other – this will negatively affect the students trust and respect for the teacher. For teachers, this is unprofessional, for parents it is not good modelling of problem

– solving behaviour. Parents are urged to avoid discussing with their children their views of a teacher or how a particular matter was handled. While we do not always agree, we must agree to disagree in such a way that the child's confidence in the teacher / school / system is not Negatively affected.

- Student attendance and performance are closely related. Being absent for more than 50% of classes for the school year, the Principal will conduct an Academic Review and make one of the following recommendations:-
  - Vacation Classes to improve performance
  - Repeat of the Current Year Level

## **When should a parent or teacher bring their concerns to the Principal?**

The Principal is available to parents, teachers and students at all times. Any matter can be brought to the Principal's attention at any time. However, teachers are encouraged to address issues in the best interest of the student, and rely on the Principal for support and guidance. For the parent, the first line of contact is the Form Teacher or the subject teacher, depending on the concern. If however, the matter cannot be resolved at the teacher parent level, to the satisfaction of either or both parties, the Principal should be immediately notified to intervene.

## **Student Diary and Homework**

The school provides every student with a Student Diary paid for at the start of the school year. The Student Diary is used for more than recording Homework on a daily basis. Secondary students set their goals at the beginning of each term and parents are encouraged to review the sections on study tips and revision schedules with their children. Primary parents can use the Notes pages to communicate directly with their child's teachers.

Every teacher must, in assigning Homework, ensure that it is recorded in the Diary. Form Teachers routinely check Student Diaries and remind parents to sign the entries. Merits are also recorded at the back of the Diary.

### **Student Records:**

The Student File is a confidential document and available from the office on request. Teachers are urged to familiarize themselves with the student records to better understand each student's needs. Parents are encouraged to bring relevant information to the attention of the Principal to include on a student's file.

## **The British Academy Parent Support**

Parents are an important part of our school community, and all parents are urged to become involved. Parents may be invited to join working committees during the school year to assist in the planning and execution of various school activities. Activities include Read-a-Thon, Art Competitions, Tuck Shop on special days / activities.

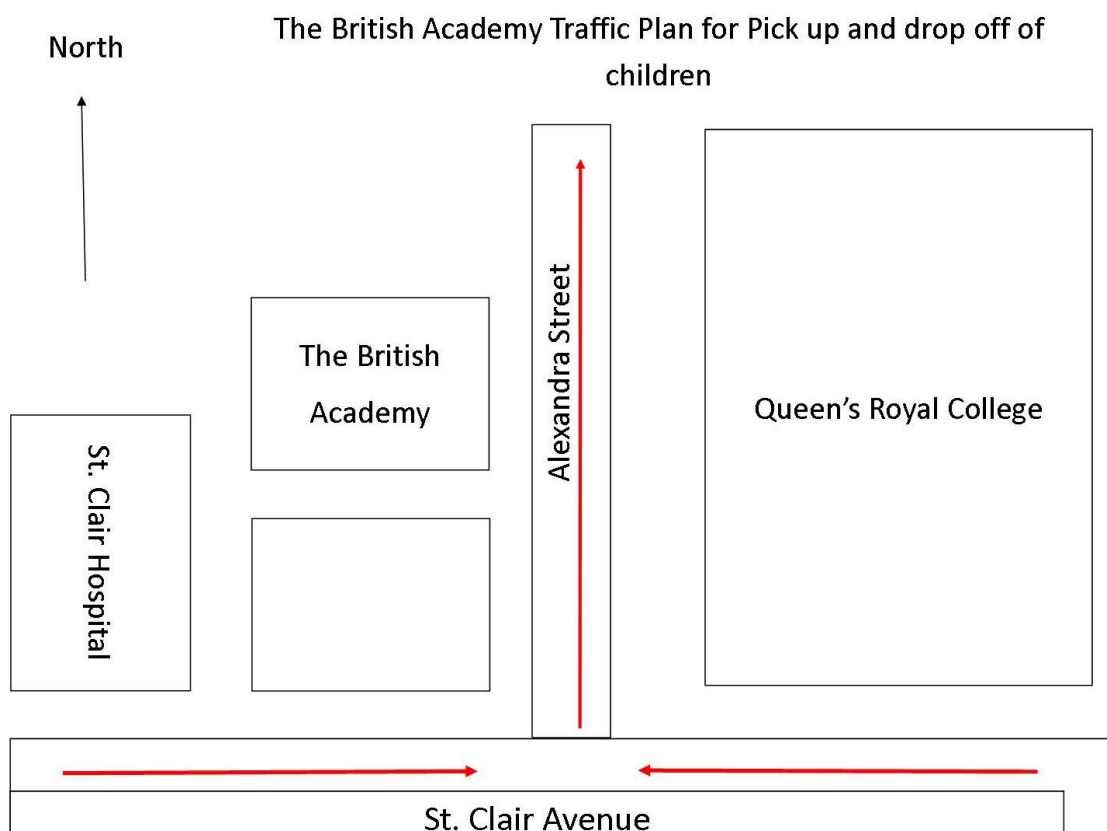
As part of our Emergency Communication Protocols, each class will have an assigned Class Representative to facilitate the communication of important notices and messages.



## The British Academy Traffic Plan

The British Academy Traffic Plan works well, with the full co-operation of parents, guardians and drivers. Please ensure that everyone involved in dropping off or picking up your child is prepared to follow the plan to avoid unnecessary congestion on Alexandra Street.

All vehicles must approach the school pick up / drop off zone from St. Clair Avenue, and continue North on Alexandra Street. Please do not approach from the North and stop on the opposite side of the road or worse, pull over to the school side, as this can be dangerous and lead to traffic. See below diagram



## The British Academy School Day

### Primary Schedule 2022-2023

Years 1 & 2	
Assembly	7:50 – 8:00 a.m.
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Break	9:20 – 9:40 a.m.
Period 3	9:40 – 10:20 a.m.
Period 4	10:20 – 11:00 a.m.
Lunch	11:00 – 12 noon
Period 5	12:00 – 12:40 p.m.
Period 6	12:40 – 1:20 p.m.
Silent Reading	1:20 – 1:40 p.m.
Dismissal	1:45 p.m.

Year 3	
Assembly	7:50 – 8:00 a.m.
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Break	9:20 – 9:40 a.m.
Period 3	9:40 – 10:20 a.m.
Period 4	10:20 – 11:00 a.m.
Silent Reading	11:00 – 11:15 a.m.
Lunch	11:15 – 12 noon
Period 5	12:00 – 12:40 p.m.
Period 6	12:40 – 1:20 p.m.
Period 7	1:20 – 2:00 p.m.
Dismissal	2:00 p.m.

<b>Years 4 &amp; 5</b>	
<b>Assembly</b>	<b>7:50 – 8:00 a.m.</b>
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Period 3	9:20 – 10:00 a.m.
<b>Break</b>	<b>10:00 -10:20 a.m.</b>
Period 4	10:20 – 11:00 a.m.
Period 5	11:00 – 11:40 a.m.
<b>Lunch</b>	<b>11:40 – 12:20 p.m.</b>
<b>Silent Reading</b>	<b>12:20 – 12:55 p.m.</b>
Period 6	12:55 -1:35 p.m.
Period 7	1:35 – 2:15 p.m.
<b>Dismissal</b>	<b>2:15 p.m.</b>

### **Secondary Schedule 2022-2023**

<b>Year 6</b>	
<b>Assembly</b>	<b>7:50 – 8:00 a.m.</b>
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Period 3	9:20 – 10:00 a.m.
<b>Break</b>	<b>10:00 -10:20 a.m.</b>
Period 4	10:20 – 11:00 a.m.
Period 5	11:00 – 11:40 a.m.
Period 6	11:40 – 12:20 p.m.
<b>Lunch</b>	<b>12:20 – 1:10 p.m.</b>
Period 7	1:10 – 1:50 p.m.
<b>Dismissal</b>	<b>2:00 p.m.</b>

<b>Forms 1 – Upper 6</b>	
<b>Assembly</b>	<b>7:50 – 8:00 a.m.</b>
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Period 3	9:20 – 10:00 a.m.
<b>Break</b>	<b>10:00 -10:20 a.m.</b>
Period 4	10:20 – 11:00 a.m.
Period 5	11:00 – 11:40 a.m.
Period 6	11:40 – 12:20 p.m.
<b>Lunch</b>	<b>12:20 – 1:10 p.m.</b>
Period 7	1:10 – 1:50 p.m.
Period 8	1:50 – 2:30 p.m.
<b>Dismissal</b>	<b>2:30 p.m.</b>

## School Rules

### 1. School Uniform

<b>BOYS</b>	<b>GIRLS</b>
<ul style="list-style-type: none"> <li>▪ White school polo worn inside pants</li> <li>▪ Khaki school pants</li> <li>▪ Black belt</li> <li>▪ Black shoes</li> <li>▪ White ankle height socks</li> <li>▪ Navy blue cardigan</li> </ul>	<ul style="list-style-type: none"> <li>▪ White school polo worn outside skort or pants</li> <li>▪ Khaki skort (No shorter than 2” above the knee or school pants)</li> <li>▪ Black shoes</li> <li>▪ White ankle height socks</li> <li>▪ Navy blue cardigan</li> </ul>
<p><b><i>Students will not be allowed to attend school in slippers or other types of footwear unless approved by Administration after communication from a parent/ guardian.</i></b></p>	

### Jewellery:

<b>BOYS</b>	<b>GIRLS</b>
None except for a watch	1 pair of small studs in lowest hole
<p><b><i>Necklaces for religious purpose must be worn under the polo shirt.</i></b></p> <p>Any other jewellery will be confiscated and returned at the end of the school term</p>	

**The school will accept no responsibility for lost or missing items of jewellery.**

**Hairstyle:**

<b>BOYS</b>	<b>GIRLS</b>
<ul style="list-style-type: none"><li>▪ Simple haircut, clean, neat and well-groomed</li><li>▪ No marks</li><li>▪ Facial hair is to be kept short and neat at all times</li></ul>	<ul style="list-style-type: none"><li>▪ No hair colour, streaks, highlights</li><li>▪ Hair must be kept clean, well groomed and neatly tied back</li></ul>

**Nails:**

Boys & Girls – Nails must be kept short and neat and of a natural colour. No nail polish.

**Make up:**

No facial make-up will be permitted at school. Make-up and fingernail polish are not to be brought to school.

**Games Uniform:** (All uniforms are available at Espree, West Mall)

<b>BOYS &amp; GIRLS</b>
<ul style="list-style-type: none"><li>▪ House T-shirt (Red, Green, Blue)</li><li>▪ Black shorts</li><li>▪ White socks – 1” above the ankle (socks that cannot be seen are not allowed)</li><li>▪ Black Sneakers</li></ul>

**2. Attendance**

School hours: 7.50 a.m. – 2:30 p.m.

**Students are expected to be punctual and attend 90% or more of the school year.**

Students are expected to attend and participate in all school activities, and absence due to early family vacations should be avoided.

**Excuses**

Parents are to provide an excuse for each day their child is absent. Requests for approval for prolonged absence must be submitted in advance of the expected period.

**Students are not allowed to leave the school compound during school hours except with permission of the Principal.**

### **3. Behaviour**

The school values the development of self-discipline and students are required to behave in a disciplined manner at all times. Courtesy, respect for self and others, adherence to the Uniform and Class room rules should be the norm for our school environment.

#### **Appropriate Behaviour**

- Respect each other
- Respect for the whole community
- Care for the community and environment
- Responsibility for own actions
- Recognition of differences in race, religion, gender, and ethnic background
- Honesty
- Consideration for everyone's safety
- Courtesy and helpfulness

Failure to comply will result in detention, internal or external suspension and expulsion should the situation escalate.

#### **Inappropriate Behaviour**

The following behaviours are unacceptable at any time:

- Bullying, whether physical, verbal, psychological, cyber or social media.  
Students should be reminded that all forms of bullying are unacceptable and will not be tolerated. Every student and parent must sign the Anti-bullying Agreement at the start of every

School Year, acknowledging they understand the Policy and Procedures.

***See Appendix 1 – The Anti-Bullying Agreement***

- Damage to property and/or the environment
- Disruptive behaviour in class and on the school compound
- Disrespect to fellow students or members of staff.
- Prejudicial statements, racist behaviour or any other form of discrimination and / or offensive or abusive language.
- Dishonesty - Stealing and lying
- Fighting, violence of any kind.
- Possession, use or supply of alcohol, cigarettes, e-cigarettes or other smoking paraphernalia.
- Possession of any illegal items (drugs, weapons)

**Behaviour before and after school**

There is an expectation that children will behave appropriately coming to and from school.

**4. School's Disciplinary Process**

**Discipline Procedures:**

1. Teachers initiate classroom rules. Classroom rules and guidelines are as follows:
  - any behaviour deemed to be too disruptive in your class
  - anything that stops the lesson multiple times to get a student back on task
  - students are held accountable for their actions
2. Detentions are issued at the teachers' discretion. No more than one per period.  
  
The detention will be recorded in the behaviour log and the teachers' grade book. Detentions will be served on Tuesdays and Wednesdays from 7:00 a.m. to 7:50 a.m. or 2:40 p.m. to 3:30 p.m. within one (1) week of issue. Failure to do this will result in a second detention being given. Students must bring their signed detention slip in order to serve the detention.

3. After two detentions the teacher will then write a referral for review by the Deans. At this point parents will be called in for a meeting and the student is placed on a mandatory IBP (Individual Behaviour Plan).
4. IBP will track students' progress up to and including in school suspension (single class or all day) and suspensions (out of school).
5. After an accumulation of detentions and suspensions, the Deans, Principal and the Board will meet for expulsion procedures to determine an alternative course of action. Serious incidents may result in immediate expulsion procedures.

<b>The British Academy School Consequence System</b>		
<b>CONSEQUENCE</b>	<b>INFRINGEMENTS</b>	<b>ACTION</b>
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Wearing jewellery and / or refusing to hand over the item for confiscation.</li> <li>• Failing to wear uniform correctly and ignoring requests to do so from a member of staff.</li> <li>• Wearing make-up.</li> <li>• Disrupting other students' learning, despite several warnings issued by the teacher.</li> <li>• Having a visible or audible mobile device and failing to hand it to a member of staff for confiscation.</li> <li>• Failing to complete two consecutive homework tasks.</li> <li>• Writing graffiti on a workbook or planner.</li> <li>• Being late to the lesson without a satisfactory reason.</li> <li>• Presenting your work without care or attention.</li> <li>• Failing to have the correct equipment for the lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 consequence points will be added to your student profile.</li> <li>• Detention at the discretion of teachers.</li> </ul>



<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Persistent and open defiance of instruction despite warnings and the issue of a Level 1.</li> <li>• Using inappropriate language (not directed at teacher) in lesson.</li> <li>• Misuse of ICT network (please refer to school's ICT policy).</li> <li>• Failing to attend a detention issued by the teacher / department.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 consequence points will be added to your student profile.</li> <li>• Referral to Dean.</li> <li>• Detention.</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Using inappropriate or offensive language towards an adult.</li> <li>• Truanting lessons.</li> <li>• Leaving the classroom without permission.</li> <li>• Intentionally damaging another student's work or assignment.</li> <li>• Walking away from an adult without permission (in defiance).</li> <li>• Bullying another student.</li> <li>• Demanding money or other articles from another student.</li> <li>• Gambling on school premises.</li> <li>• A significant breach of health and safety.</li> <li>• Knowingly bringing a 'trespasser' onto the school site.</li> <li>• Inappropriate physical interaction with another student on the school compound.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 consequence points will be added to your student profile.</li> <li>• Referral to Dean and Principal.</li> <li>• Parent conference.</li> <li>• Internal or external suspension.</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• Making racist, homophobic or other offensive comments.</li> <li>• Fighting on the school premises or in the local vicinity.</li> <li>• Damaging school property (including theft). Please note that you will be charged for a new replacement.</li> <li>• Intentionally setting off the fire alarm system outside of a genuine emergency.</li> <li>• Viewing racially or sexually offensive</li> </ul>	<ul style="list-style-type: none"> <li>• 10 consequence points will be added to your student profile.</li> <li>• Referral to Dean and Principal.</li> <li>• Parent conference.</li> <li>• External suspension or expulsion.</li> </ul>

	<p>material on the internet on school site or in the local vicinity.</p> <ul style="list-style-type: none"> <li>• Taking photos or videos without the consent of other students and/ or staff.</li> <li>• Possession of matches, lighter or fireworks.</li> <li>• Bringing offensive or dangerous weapons to school (including blades and pointed objects).</li> <li>• Serious actual or threatened violence against another student or member of staff.</li> <li>• Sexual abuse or assault.</li> <li>• Possession, use or supply of alcohol, cigarettes, e-cigarettes or other smoking paraphernalia.</li> <li>• Use of any banned or illegal items on the school compound.</li> <li>• Possession, use or supply of illegal drugs.</li> </ul>	
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### **Bullying:**

All incidents of bullying are recorded, including the actions taken to resolve the issue.

The School recognizes that there are many definitions of bullying but consider it most commonly to be:

- Behaviour which is deliberately hurtful, (including verbal, indirect and physical);
- Repeated over a period of time;
- Difficult for victims to defend themselves against;
- Bullying includes verbal and physical abuse and the inappropriate use of electronic media such as mobile phones or the internet.

Different types of bullying include:

- Bullying related to the race, religion and /or the cultural background of a student;
- Bullying that incorporates the use of sexist language;
- Sexual bullying;

- Homophobic bullying;
- Bullying of students with Special Educational Needs;
- Bullying of students with a disability;
- Cyber bullying;
- Bullying where items are stolen;
- Bullying which results in the injury to others.

Some examples of specific behaviours that constitute bullying include:

- Spreading rumours or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status.
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.
- Physical acts of bullying, such as punching, slapping, or tripping someone.

***We understand that bullying, whether it is cyber bullying, physical, or verbal acts that disrupt the learning environment, will result in the following disciplinary actions:***

- **1st Offense:** Name reported to The Dean – Discipline. Sign the behaviour log; conference with the Dean, conference with the Principal; peer conference and parental contact. If an immediate consequence is needed, it will be based on severity.
- **2<sup>nd</sup> Offense:** Name reported to the dean - Discipline. Sign the behaviour log; conference with The Dean and Principal; 2 days out of school suspension, with mandatory parent meeting. **(2 out of school suspensions in a term grading period will result in a Board Hearing.)**

## **5. Merit System**

Merit points are awarded to students every term in recognition of outstanding / noteworthy attitude and behaviour in any of the following:

<b>The British Academy School Merit System</b>		
<b>BA MERITS</b>	<b>ACHIEVEMENTS</b>	<b>ACTION</b>
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Completing an exceptional piece of work in class or at home.</li> <li>• Making a significant contribution in class.</li> <li>• Demonstrating initiative or foresight.</li> <li>• Completing extra work/research.</li> <li>• 100% attendance.</li> <li>• Commitment to a club or extracurricular activity.</li> <li>• Effective use of the Yearly Planner.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 BA merits points will be added to your report.</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Assisting staff with the organisation of an event or performance.</li> <li>• Presenting an assembly.</li> <li>• Completing a piece of exemplary work.</li> <li>• Recycling/helping the school be “green”.</li> <li>• Helping to create or put up a display.</li> <li>• Contributing to a student publication.</li> <li>• Leading a PHSE lesson.</li> <li>• Displaying work in a school based exhibition.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 BA merits points will be added to your report.</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Representing the school at a sporting event or performance.</li> <li>• Involvement in a community based event or project.</li> <li>• Performing or participating or displaying work at a local event (reference needed from organisers).</li> <li>• Assisting another student to overcome a challenging situation.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 BA merits points will be added to your report.</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• Organising a school charity event.</li> <li>• Representing the school at a national level.</li> <li>• Election to the Student Leadership Team (Head Prefect, Prefect, House Captain, Vice-</li> </ul>	<ul style="list-style-type: none"> <li>• 10 BA merits points will be added to your report.</li> </ul>

	Captain, Sport-Captain). • Showing resilience/overcoming a personal difficulty.	
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***Merits are to be entered by the teacher/staff member in the relevant section of the student planner.***

***At the end of every Term, the Dean of Holistic Development collates and records merits on the student's report and these contribute to the overall House Merits for which the House Merit Cup is awarded at the annual Prize Giving.***

## **6. Classroom Rules:**

Students are expected to be prepared for each class, to stand when the teacher enters and leaves, and to greet the teacher in a polite and respectful manner.

- No walking around when class is in session
- No horse playing in the classroom
- No eating or drinking in the classroom
- No sitting on tables, desks
- No use of electronic devices outside of teaching and learning activities
- The classroom must be kept clean and tidy at all times.
- Students are not permitted to stay in their classrooms during lunch and / or break unless authorized and supervised by a teacher.

## **7. Emergency Procedures**

There are three (3) practiced emergency procedures:

1. Intruder / Lock down: At the sound of the Intruder / Lock down alarm, students are to remain in their classrooms. Teachers lock the entrance door, close curtains and supervise students crouched under tables. No one is permitted to leave the room until the "all clear" is given by the Safety officer and / or Administration

2. Emergency evacuation / Fire: At the sound of the Emergency evacuation alarm, students and staff proceed in an orderly manner, quickly to the front yard and exit through either of the 2 gates to the Muster Point at Jackson Square ... Students assemble in Form Class Groups and the Form Teacher checks attendance. No one is permitted to return to the school compound until the “all clear” is given by the Safety officer and / or Administration
3. In the event of an emergency closure of school, the Administration notifies each Class Representative who in turn notifies via text message all of the parents in their class.

## **8. Lost & Found**

Items that may be lost or left behind are placed in the Lost and Found and managed by the School Office. Unclaimed items will be discarded after 1 school year.

## **9. School Services**

The following services are provided by the school:

- a) Lunch Options – the academy has a small canteen that provides breakfast, lunch and afternoon snacks. All lunch orders should be placed no later than Break time. The menu can be found on the school’s website.
- b) Friday Tuck Shop and Club / Class Sales
- c) Library
- d) Wireless Internet as required for student learning
- e) Supervised After School Homework (additional cost)

## **10. House System**

Students and staff are assigned to one of the three (3) Houses – Cook (Red), Livingstone (Blue) and Shackleton (Green) – all named after famous English Explorers. House Captains, Vice Captains and Sports Captains are encouraged to develop their leadership skills and motivate students to participate in the Inter House events.

- Intra Mural – runs throughout the school year every other Friday. Activities include Board Games, Small goal etc. On Fridays, students wear their House / P.E. Tee shirt and

school pants or skirt.

- Sports Day – held in Term II
- Merit Cup – awarded to the House at the end of the school year that has obtained the highest number of Merits for student work and behaviour.

## **11. Grievance Procedures**

The British Academy is committed to ensuring that grievances are dealt with in a transparent and equitable manner. All are encouraged (staff, students and parents) to come forward with their grievances confident that The British Academy will take the necessary and appropriate action to resolve them.

1. The school policy is to encourage free communication between all parties concerned. Where possible these parties should endeavour to resolve issues directly between themselves informally before invoking the grievance procedure.
2. When (1) does not resolve, the complaint should be brought to the attention of the Principal verbally or in writing if necessary.
3. The complainant is encouraged to identify himself or herself in the written complaint so that an appropriate response can be made. Responding to anonymous complaints will be at the discretion of the Principal.
4. If a complaint has been made to a member of staff and the staff member is unable to resolve the matter immediately and directly, the complaint will be referred to the Principal at The Academy.
5. Written complaints will be acknowledged within five (5) working days and signed and dated by the Principal.
6. Where the grievances may have legal consequences, the complaint will be referred to the Principal and the Board.
7. The Principal will investigate to achieve a resolution, and record the matter in the school's Log Book.

8. The Principal will ensure procedural fairness and inform all persons involved, giving time to respond to any allegations, and protecting all from future adverse treatment resulting from complaints lodged by them (students, staff, parents and the public).
9. Addressing the grievance should produce the following outcomes:
  - a) The complainant gains a better understanding of the situation and no longer maintains the grievance
  - b) The complainant receives a verbal or written apology
  - c) The respondent receives a verbal or written reprimand
  - d) One or both parties agree to participate in some form of counselling or mediation
  - e) Disciplinary action takes place where misconduct or unsatisfactory performance has occurred
10. Grievances sent directly to the Board will be directed to the Principal for advice and information, then tabled and discussed at a Board Meeting.
11. Where the grievance involves the Principal, the matter is referred to the Chair of the Board.
12. Addressing Anonymous Complaints - Staff, students, parents and members of the public lodging complaints should be encouraged to identify themselves, with the reassurance that their complaints will be handled confidentially, appropriately and without fear of retribution.

If a complainant wishes to remain anonymous, it is at the Principal's discretion as to what action, if any, should be taken, depending on the nature of the complaint. Anonymous complaints should be recorded in the log.

All grievances (information / resolutions) will be recorded and treated with the appropriate levels of confidentiality.



## **The British Academy Policies**

### **Attendance Policy**

**Purpose:** To develop the student's sense of personal responsibility for his/her learning through maintaining a high level of attendance (90% or more).

Form Teachers monitor attendance and Class Attendance Registers are marked for the AM and PM sessions daily. Student absences are recorded and parents are required to notify the Administration office of any absence i.e. illness, emergency, medical appointment, etc.

If a student is absent for two (2) or more consecutive days, Form Teachers or Administration will contact parents to verify.

#### **Monitoring Absence:**

The Form Teacher plays a key role in monitoring attendance and obtaining accurate reasons for absence. Parents are contacted as soon as a poor pattern of attendance is observed even when notes are being received.

1. Written excuse is required from parent.
2. Parent-Teacher and Principal Conference is scheduled to address attendance irregularities and to establish systems to prevent reoccurrence.
3. Students can be placed on Daily Report to assist in monitoring attendance.
4. The Form Teacher must report repeated patterns of absence or unacceptable reasons for absence to the Dean and Principal for closer monitoring.

#### **Punctuality:**

Late arrival to school is unacceptable and recorded in the Class Attendance Register. Parents will be notified when a student exceeds three (3) times late in a given four (4) week period.

Punctuality is valued and parents are urged to support the school's policy and ensure that their child develops a good attendance record.

**If all attempts at improving attendance fail or if there are significant patterns of non-attendance, a referral should be made to the Principal.**

**Prolonged absence due to medical problems:**

The Form Teacher should alert the Principal if absence of more than four (4) weeks due to illness is anticipated. Evidence of the medical condition is to be provided to the school. A request for class work copies, worksheets and homework assignments can then be made. The Form Teacher will take responsibility of ensuring work is set and identifying a named person to liaise with a home tutor (provided by the family). It is important for parents and students to realise that we will be flexible in our approach and the school will support the student in the transition from home tuition to full-time schooling. Liaison will be particularly important to keep all parties informed and involved.

**Prolonged student absence due to vacation** is not to be encouraged. Parent must request prior approval from the Principal for any prolonged student absence (not due to illness). It is the responsibility of the student to obtain missed work and resulting learning gaps from such an absence.

**End of Term / Year Examinations** – the school calendar is issued to all parents at the beginning of the school year, and Examination periods are clearly identified. Makeup examinations for students absent due to illness, are scheduled for the first two (2) working days and the last two (2) working days of the school vacation. Corrected scripts are returned to student within the first week of the new school term.

Makeup examinations for any other reason for absence **will not be** facilitated.

## **Electronic Communication Policy**

### **Primary & Forms 1-5**

#### **Cellular phones**

- *No cell phones allowed on the school compound.*
- Any student found in possession of a cell phone will have the device confiscated and will receive an after-school detention.

Parents will be required to collect the cell phone from the Principal during Office Hours.

#### **Laptops & other electronic devices**

- Laptops & electronic devices are only allowed to be used in specific classes, authorized and supervised by the teacher.
- Any unauthorized use, e.g. during break and lunch, the electronic device/ laptop will be confiscated.
- Students are responsible for securing their laptops/ devices at all times.
- Repeat offenders will lose the right to bring their laptop/ electronic device to school.
- Parents will be required to collect confiscated devices from the Principal during Office Hours.
- The British Academy will not be responsible for the loss of or damage to any cellular or electronic equipment.

### **Lower 6 & Upper 6**

#### **Cellular phones**

- *No cell phones allowed on the school compound.*
- Any student found in possession of a cell phone will have the device confiscated and will receive an after-school detention.
- Parents will be required to collect the cell phone from the Principal during Office Hours.

## **Laptops & other electronic devices**

- Laptops are allowed to be used for academic purposes only. Unauthorized use of laptops/ devices i.e. for non-academic purposes (gaming, social media etc...) will result in the device being confiscated.
- Repeat offenders will lose the right to bring their laptop/ electronic device to school.
- Parents will be required to collect confiscated devices from the Principal during Office hours.
- Students are responsible for securing their laptops/ devices at all times.
- The British Academy will not be responsible for the loss or damage to any cellular or electronic equipment.

## **Internet Policy**

### **Internet Use:**

The Internet is provided for students to support their learning, conduct research and communicate with others. Students are required to use the Internet responsibly and not mis-use this valuable resource. Remember that access is a privilege, not a right and that access requires responsibility.

**Internet access for personal devices will be limited to specific class use and must be authorised by the ICT officer via a controlled password.**

Individual users of the Internet are responsible for good behaviour on the Internet and communications over the network just as they are in the classroom or on the school compound. General school rules apply.

Computer storage areas and external storage devices will be treated like school lockers. Staff may review files and communications to ensure that users are in compliance of all school rules.

Students accessing inappropriate or offensive material will be denied further use of the Internet while on the school compound.

### **The following are not permitted:**

- Taking, sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws

- Using others' passwords
- Accessing and/or deleting others' folders, work or files
- Intentionally wasting limited resources
- Using a flash drive from home without having it virus checked.
- Playing non educational games is not allowed.
- Playing of games unless authorized and supervised by a teacher.

### **BE SMART - Internet Use by Example**

The British Academy teaches its pupils to be safe and responsible when using the Internet. We therefore recommend the SMART code of safety when browsing the net.

- S** Keep your personal details Secret - Never use your parents' credit card without their permission, and always keep your name, address, and password private - it's like giving out the keys to your home!
- M** Never Meet someone you have contacted in Cyberspace without your parent's/guardian's permission, and then only when they can be present.
- A** Don't Accept emails or open files from people or organisations you don't really know or trust - they may contain viruses or nasty messages.
- R** Remember that someone on line may not be who they say they are. If you feel uncomfortable or worried in a chat room simply get out of there!
- T** Tell your parent or guardian if someone or something makes you feel uncomfortable or worried. Remember you're in charge out there!

### **Parent's Permission Letter**

As part of the school's ICT programme, we offer pupils supervised access to the Internet. As part of our policy to allow use of the Internet, all pupils must now obtain parental permission. Both they and you must sign and return the form (**see Appendix 2**) as evidence of your approval and their acceptance of the school rules on this matter.

## Health & Safety Policy

### **Health & Safety:**

The British Academy will endeavour to provide safe and healthy working conditions for employees and others who use the school.

We will refer to expert advice to determine and assess the risks to health and safety within the school.

Co-operation from everyone is required in order to achieve the objectives of the safety policy.

We have a responsibility to other persons using the school, other than employees e.g. pupils, students, visitors and contractors.

### **Aim**

The aim of our school is to create an atmosphere of carefulness and healthy habits both in and out of school; this is for all users of the school.

### ***This carefulness includes:***

- The ability of each individual to protect his/her self from risks to their Health and Safety
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control of good habits

### **Accidents**

Accidents will occur. Most accidents in school are minor and can be dealt with by the Office. A fully equipped medical kit is kept on the compound, as is the school's Accident Register, accident forms and a completed medical questionnaire for each child which includes a list of any allergies children may have. If the accident is more serious, the aim of the school is to get the child further medical attention as quickly as possible. Parents/Guardians will be notified immediately and if necessary an ambulance will be requested.

### **Medication**

From time to time parents/guardians request that the school dispense medicines which need to be administered at regular intervals to children.

*These requests fall into two (2) categories:*

- Children who require emergency medication on a long term basis because of the chronic nature of their illness, e.g. asthma and epilepsy
- Children who are suffering from casual ailments (coughs, colds, headaches, etc.)

### **Allergies / Long Term Illness**

A record is kept of any child's allergy to any form of medication (if notified by the parent/guardian), any long term illness such as asthma and details of any child whose health might give cause for concern.

### **Smoking Policy**

- It is the policy of the Board that The British Academy is a no-smoking school.
- Pupils are not permitted to smoke on the school premises
- Staff, parents/guardians or visitors are not permitted to smoke in the school.

## **Textbook Policy**

### **Text book Requirements**

Textbooks are coded and supplied to each student at the beginning of the school year. The student must enter their name on the inside cover on their assigned textbook and cover all books within the first week of the school term. These textbooks must be kept in good condition and returned at the end of the school year. Students are responsible for the specific book coded and issued to them.

The school will not issue a school report or examination results unless all textbooks are returned.

### **Lost or damaged**

In the event that a student has lost or damaged a textbook, parents will be invoiced for the total cost of replacement for immediate payment.

### **Other books**

Students are required to purchase workbooks in several of the subjects. These must be kept clean and covered and brought to every class as required by the teacher.

Lab books, Soft Cover Notebooks, Lined Examination Pads and Homework Diaries are also available from the office.



## School Fees Policy

Please refer to the Fee Schedule for details of applicable fees for local and non-nationals.

### **Registration Fees:**

Registration fees are due upon registration of each student.

### **Assessment Fees:**

Assessment fees are due prior to the assessment.

Assessments for the September term will be conducted in the third term of the academic year. Following this assessment, once a student has been accepted to The British Academy, parents need to confirm their acceptance of the place offered by paying the Capital Fund. Thereafter, the first term's fee for the New Academic Year must be paid as outlined in the acceptance letter.

### **Capital Fund:**

This is a non- refundable, one-time, per student fee and covers the student for their academic career at The British Academy.

However, the Capital fund is waived for the third child with elder siblings attending The British Academy.

### **School Fees:**

School fees are quoted per annum however; The British Academy facilitates payments over the three (3) school terms for Lower 1 to Form 4. Fees are due and payable before the start of each school term of the Academic Year, for which there are three terms.

Upon entry into Form 5, The British Academy will ONLY facilitate Half Year Payments (TWO payments). Fees are due and payable before the start of Term 1 and Term 2.

School fees being paid in US Dollars and Sterling Pounds (GBP) must be paid at the bank's daily foreign exchange "**cash**" rate. Please call the administrator for the rate at the time of paying fees.

There is a non-negotiable **\$75.00** bank charge for all transfers from non local bank accounts.

The Board of Directors reserve the right to withhold transcripts, examinations results and certificates if school fees are outstanding.

**Sibling Discount:**

The British Academy offer families with two or more children enrolled during the same term, a discount of **TT 2,000.00** per sibling per term.

**Late Payment of Fees:**

School fees are considered late if they have not been paid by the third week in the school term.

Late payments will incur a **\$50.00 per day** administrative charge. Parents are urged to communicate with the school administration should they not be able to settle the fees in a timely manner. The Board of Directors reserves the right to suspend a student's attendance at The Academy until outstanding fees are paid.

**Admission / Departure during the term or Academic Year**

If a student is admitted after the commencement of the school term, parents are liable for a full term's fees unless the student is admitted after the half term, in which case parents will be charged for half of the term's fees.

Parents must, in writing, provide The British Academy with at least one (1) month's notice of their intention to withdraw their child from The Academy either during the term or before the commencement of the following term.

The Board of Directors reserves the right to withhold transcripts, examination results and certificates if inadequate or no notice is provided to the school administration.

**Appendix 1**  
**The British Academy Anti-Bullying Agreement**  
**Student and Parent/Guardian Agreement**

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. In my school, The British Academy, bullying is not tolerated.

Bullying refers to verbal acts, physical acts, or other acts of harassment by using electronic devices.

Some examples of specific behaviours that constitute bullying include:

- Spreading rumours or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status.
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.
- Physical acts of bullying, such as punching, slapping, or tripping someone.

***We understand that bullying, whether it is cyber bullying, physical, or verbal acts that disrupt the learning environment, will result in the following disciplinary actions:***

- **1st Offense:** Name reported to Dean - Discipline. Sign the behaviour log; conference with the Dean; conference with The Principal, peer conference and parental contact. If an immediate consequence is needed, it will be based on severity.
- **2<sup>nd</sup> Offense:** Name reported to Dean - Discipline. Sign the behaviour log; conference with Dean – Discipline; 2 days out of school suspension, with mandatory parent meeting. **(3 out of school suspensions in a term grading period will result in a Board Hearing.)**

**Student's responsibility:**

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult. I understand the anti-bullying policy and procedures.

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**Student's Name**

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**Form**

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**Teacher's Signature**

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**Date****Parent/Guardian's responsibility:**

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities. I understand the anti-bullying policy and procedures.

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**Parent/Guardian's Signature**

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**Date**

**Appendix 2**  
**Internet Parent Permission Form**

Please complete and return this form to the School Administrator.

**Pupil**

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent**

As the parent of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet within school. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept a shared responsibility with the school for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

Class: \_\_\_\_\_

Home Telephone: \_\_\_\_\_